



## **BIRLA HIGH SCHOOL** **FAQ (2024-25)**

### **1. When does the term begin?**

Classes will begin as per the details mentioned hereunder:

<b>CLASS</b>	<b>DATE</b>	<b>TIME</b>
Lower Nursery	Wednesday, 10 <sup>th</sup> April 2024	9 a.m. to 10:30 a.m.
Upper Nursery	Thursday, 4 <sup>th</sup> April 2024	8:30 a.m. to 11 a.m. till further notice
Lower KG	Wednesday, 3 <sup>rd</sup> April 2024	8:00 a.m. - 12:00 noon
Upper KG	Wednesday, 3 <sup>rd</sup> April 2024	8:00 a.m. - 12:30 p.m.
Class I	Wednesday, 3 <sup>rd</sup> April 2024	8:00 a.m. - 1:10 p.m.
Class II	Wednesday, 3 <sup>rd</sup> April 2024	8:00 a.m. - 1:15 p.m.
Class III	Wednesday, 3 <sup>rd</sup> April 2024	8:00 a.m. - 1:20 p.m.
Class IV	Wednesday, 3 <sup>rd</sup> April 2024	8:00 a.m. - 1:25 p.m.
Class V	Wednesday, 3 <sup>rd</sup> April 2024	8:00 a.m. - 1:30 p.m.

### **2. Does the school provide any transport?**

Transport is not provided by the school and we take no responsibility for carpools.

### **3. How do we get the school diary?**

The school diary is given by the Class teacher once the new session commences.

### **4. Is there any half-day facility for the students?**

We do not have any system for half day. Children will not be allowed to leave early or come in late to school.

### **5. Are children allowed to enter school late?**

Children are not allowed to enter school late. After 3 days of being late in a month, strict action will be taken. The child is also liable to be sent home.

### **6. How are parents notified about important updates or assignments?**

Children are encouraged to write notes in the diary. However, parents get notified about attendance, assignments and circulars through Campus Care portal. All circulars are uploaded in our school website. Teachers also notify parents through WhatsApp in the class group. Updates about daily activities are posted in the Google Classroom.



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#### **7. Are Activity Based Learning (ABL) classes and Clubs compulsory?**

**Activity Based Learning (ABL)** classes are held every Wednesday for the students of Class I & II. Timings are as follows:

- for class I: from 12:45 p.m. to 1:30 p.m.
- for class II: from 12:45 p.m. to 1:35 p.m.
- for UKG from 12- 12:30 p.m.

**Clubs** are held every Wednesday for the students of classes III, IV & V from 12:45 p.m. – 1:45 p.m.

**Both the above are held during school hours and therefore compulsory.**

#### **8. Are the extracurricular classes after school compulsory?**

**Extracurricular** classes are held for the students of classes III, IV & V only. These classes are optional for the students and are held after school on the specified days mentioned in the diary.

#### **9. Is school closed on rainy days, rallies/bandhs?**

School is open on all these days. Parents should use their discretion in sending their wards to school unless otherwise notified.

#### **10. Are parents allowed to meet the teachers in the morning?**

Parents are not allowed to meet the teachers in the morning or during school hours. Please follow the days and timings mentioned in the school diary for the same.

#### **11. Are Tiffin Boxes or Water Bottles allowed to be sent later?**

Tiffin boxes or water bottles will not be accepted by security or the school office after school has begun.

If the child forgets his tiffin box/water bottle, he will be provided with food/ water at school.

#### **12. Are Escort cards compulsory for dispersal?**

Yes, the **Escort card** is compulsory.

Children are not allowed to leave the school without the Escort card. Only parents will be issued a gate pass (if necessary) if they fail to produce the Escort card during dispersal.

A child **will not** be dispersed against his Fee Book.

#### **13. What is the purpose of an Escort Card and a Student Identity Card?**

*Dispersals are done only against an Escort card whereas pupils are expected to wear the Student Identity Card to school daily.*

#### **14. What will happen if an escort forgets to carry the Escort Card to school?**

No gate pass will be issued to the **carpool drivers/any other relative/househelp/etc.** Hence, the child will have to wait in school till the parents come or send someone with the Escort Card.



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**15. Who are the Authorized Booksellers?**

**Lower & Upper Nursery & Classes III - V :**

**Oxbridge** - 79/1, A.J.C. Bose Road, Kolkata - 700 014,  
Ph: 033 22175354, 9007218679  
Monday to Friday - 9:30 a.m. - 7 p.m.

**Lower & Upper KG:**

**Scholar's (Victoria Plaza):** 2A, Shakespeare Sarani  
(Sahara Sadan Complex) Opp. M.P. Birla Planetarium Kolkata-700 071.  
Phone - 2282-6246/9830253393, 7044069108  
In March and April - open 7 days a week from 10:30 a.m. - 6 p.m. only & from May onwards  
store will be open from Monday to Saturday 10:30 - 6:00 p.m.

**Classes I & II:**

**Sureka Stores:** 1, A.J.C Bose Road Kolkata - 700 020. (Lord Sinha - A.J.C. Bose  
Road crossing)  
(Opp. Shri Shikshayatan School, Pre Primary section)  
Nearest metro station - Rabindra Sadan Gate no.1.  
Phone - 2282-8107/2282-7025/9123815442/9748145574  
Website: [www.surekastores.com](http://www.surekastores.com)  
Monday to Saturday (10:30 a.m. - 7:30 p.m.)

**16. On which dates can stationery be purchased from the Bookseller?**

- Sale of stationery from the Bookseller's shops mentioned above, will be as follows:
- **Class Lower & Upper Nursery:** Thursday, 21<sup>st</sup> March and Friday, 22<sup>nd</sup> March 2024 from Oxbridge.
  - **Class Lower & Upper KG:** Thursday, 21<sup>st</sup> March and Friday, 22<sup>nd</sup> March 2024 from Scholar's.
  - **Class I:** Thursday, 21<sup>st</sup> March from Sureka Stores.
  - **Class II:** Friday, 22<sup>nd</sup> March 2024 from Sureka Stores.
  - **Class III:** Wednesday, 27<sup>th</sup> March 2024 from Oxbridge.
  - **Class IV:** Thursday, 28<sup>th</sup> March 2024 from Oxbridge.
  - **Class V:** Friday, 29<sup>th</sup> March 2024 from Oxbridge.

**17. When will the stationery be submitted to the class teachers?**

Parents of Classes Lower Nursery to II will have to submit the stationery to the class teacher on Wednesday, 27<sup>th</sup> March 2024 between 9 a.m. - 12:00 noon. Please note that entry and exit will be from Gate No.1. You are required to carry 2 passport size photographs of your ward wearing the school uniform. Parents of new admittees of Classes III - V are also required to come to school that day for collecting the temporary Escort Card.



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**18. Since there are no books for Lower Nursery, what are parents expected to submit on the Stationery collection day?**

Parents of Lower Nursery students will submit the customised stationery kit to the class teacher. Parents have to carry to passport size photographs of the child wearing a t-shirt (any colour) for temporary ID cards.

**19. From where do we purchase the school uniforms?**

**The prescribed school uniform vendors are:**

- 1) **Scholar's Victoria Plaza:** 2A, Shakespeare Sarani (Sahara Sadan Complex) Opp. M.P. Birla Planetarium Kol-71.  
Phone - 2282-6246/9830253393, 7044069108 (OPEN 7 DAYS A WEEK 10:30 AM TO 6 PM)
- 2) **Sureka Stores:** 1, A.J.C Bose Road Kolkata – 700 020. (Lord Sinha – A.J.C. Bose Road crossing), (Opp. Shri Shikshayatan School, Pre Primary section)  
Nearest metro station –Rabindra Sadan Gate no.1.  
Phone – 2282-8107/2282-7025/9123815442/9748145574  
Website: surekastores.com  
Monday to Saturday (10:30 a.m. – 7:30 p.m.)
- 3) **Pragya Tailors:** 134, Mahatma Gandhi Road, Kolkata-07.  
Phone - (003) 2269-3875  
AE-332, Sector-I, Salt Lake City, Kolkata-64.  
Phone - (033) 2337-8556  
37A, Garcha Road, Ballygunge, Adjacent to Gariahat Tram Depot, Kolkata.  
Phone - 2454-4911/4912/9830260838/35518195  
(MONDAY TO SATURDAY -11AM TO 7PM)
- 4) **Status Collection:** B.K. Market (Ground Floor), Facing Pretoria Street (Opp. Astor Hotel) 16B, Shakespeare Sarani, Kolkata-71  
Phone - 2282-8335/ 40630046/ 9836543840  
5/2B, Nurullah Doctor Lane, Kolkata -17 (near Sana Nursing Home) Phone - (033) 2280-0703 (MONDAY TO SATURDAY 11 AM TO 8 PM))

**20. From where do we purchase the school shoes?**

- For Lower Nursery, students can wear any comfortable Velcro shoes. No lace shoes are allowed.
- For Upper Nursery to Class V, school shoes will be available at BATA Stores at Lindsay Street, Camac Street, Avani Mall, City Centre II and Bata Shoe store (Kohli Mansion).
- ID card should be carried by the student to avail a discount of 16% on purchase of school shoes.

**21. In case of any problem regarding books/uniforms, who do we contact?**

You are requested to sort the problem with the concerned vendor, failing which please feel free to contact the Headmistress by mail at: [headmistress@birlahighschool.com](mailto:headmistress@birlahighschool.com)